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**TO:** Area Agency on Aging Providers of 10-149, Ch. 5, Section 65, Nutrition Services  
**FROM:** James Moorhead, Aging Services Program Manager  
**DATE:** March 20, 2020  
**SUBJECT:** Home Delivered Meals/Nutrition Assessments

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This memo is to provide written notification that effective immediately, the Office of Aging and Disability Services (OADS) is waiving the requirement under 10-149, Ch. 5, Section 65, Nutrition Services, to conduct a face-to-face assessment and obtain a signature for home delivered meals indicating the information on the assessment form is true and accurate. In replacement of the face-to-face assessments, OADS is requiring the assessments be conducted via telephone, and that obtaining client signatures be delayed until further guidance is issued by OADS.

This exception is being issued in response to COVID-19 and to align this provision with similar requirements. These changes will remain in effect until you receive formal guidance from OADS.

If you have any questions regarding this memo, please contact James Moorhead at [James.Moorhead@maine.gov](mailto:James.Moorhead@maine.gov) or call 207-441-4916.

Cc Paul Saucier Director/ OADS  
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